



U.S. Immigration
and Customs
Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS Correction Request Webinar
September 16, 2016



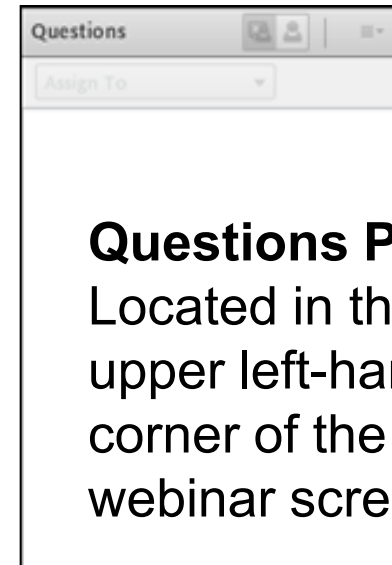
Before we start,

A QUICK ORIENTATION

Communications

- Use the Questions Pod to let us know if you are having audio or other technical issues
- Type your questions in the Questions Pod as they occur to you

There will be a Q&A session at the end of each topic, where we will answer your questions, but you may submit questions at any time.



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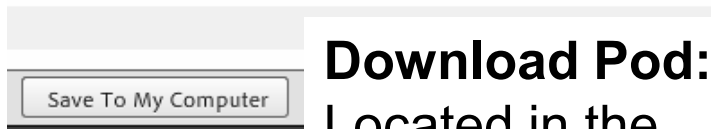
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Name	Size
FAQ Accreditations and Recognitions Conversion.pdf	242 KB
Webinar Participant Guide.pdf	139 KB
Slides Pre-Release Webinar SEVIS 6-16.pdf	991 KB
Accreditation Conversion Worksheet.xlsx	56 KB



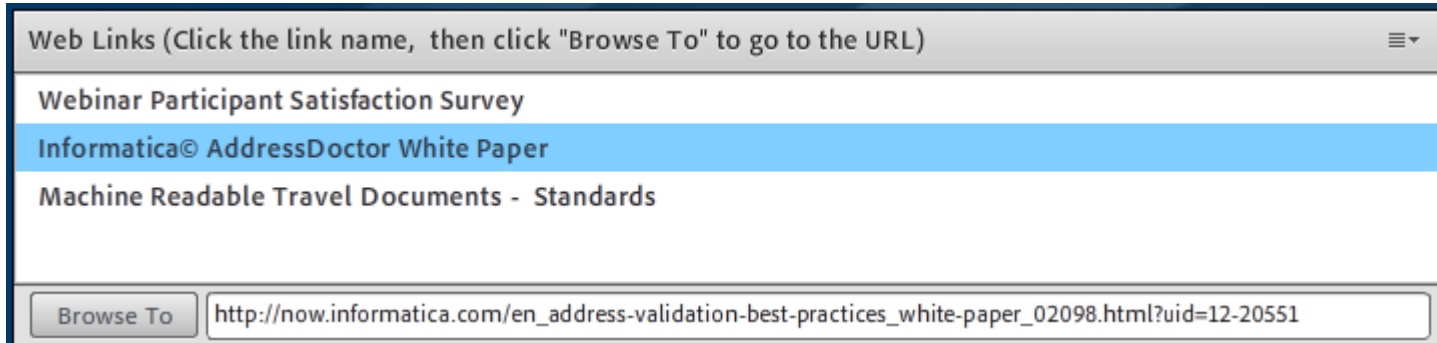
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Documents Available to Download Today

- Webinar Slides: F/M Correction Requests
- Webinar Slides: SEVIS 6.29 Pre-Release
- Screenshots Handout: Correction Requests Webinar
- Screenshots Handout: 6.29 Pre-Release Webinar
- Screenshots Handout: Form I-17-related Webinar
- Revised Form I-17
- SEVIS Release 6.29 Planning Guide

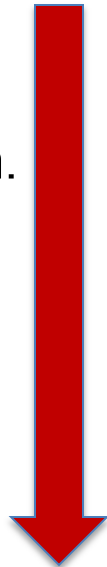
Also look on *Study in the States* for these materials.

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- **Webinar Satisfaction Survey**



U.S. Immigration
and Customs
Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

Correction Request Webinar
September 16, 2016

Presenters

- **Ann Balough**, Lead, SEVIS Program Development and Management Section and SEVIS Business Project Manager
- **Ingrid Mercer**, SEVIS Help Team
- **Jared Allen**, SEVIS Webinar Facilitator

Webinar Agenda

- Changes to Corrections Request actions:
 - New location on *Student Information* page
 - New look of individual correction request pages (with on-screen help text)
 - New *Corrections Management* page for student SEVIS records
 - Additional correction request management options for DSOs
 - New warning flags to requesting corrections
- Future Webinars and Resources
- Q&A

Webinar Q&A Request

Please limit questions to
functionality discussed
during this webinar.



SEVIS RELEASE 6.29 SCHEDULE

SEVIS Release 6.29 Schedule

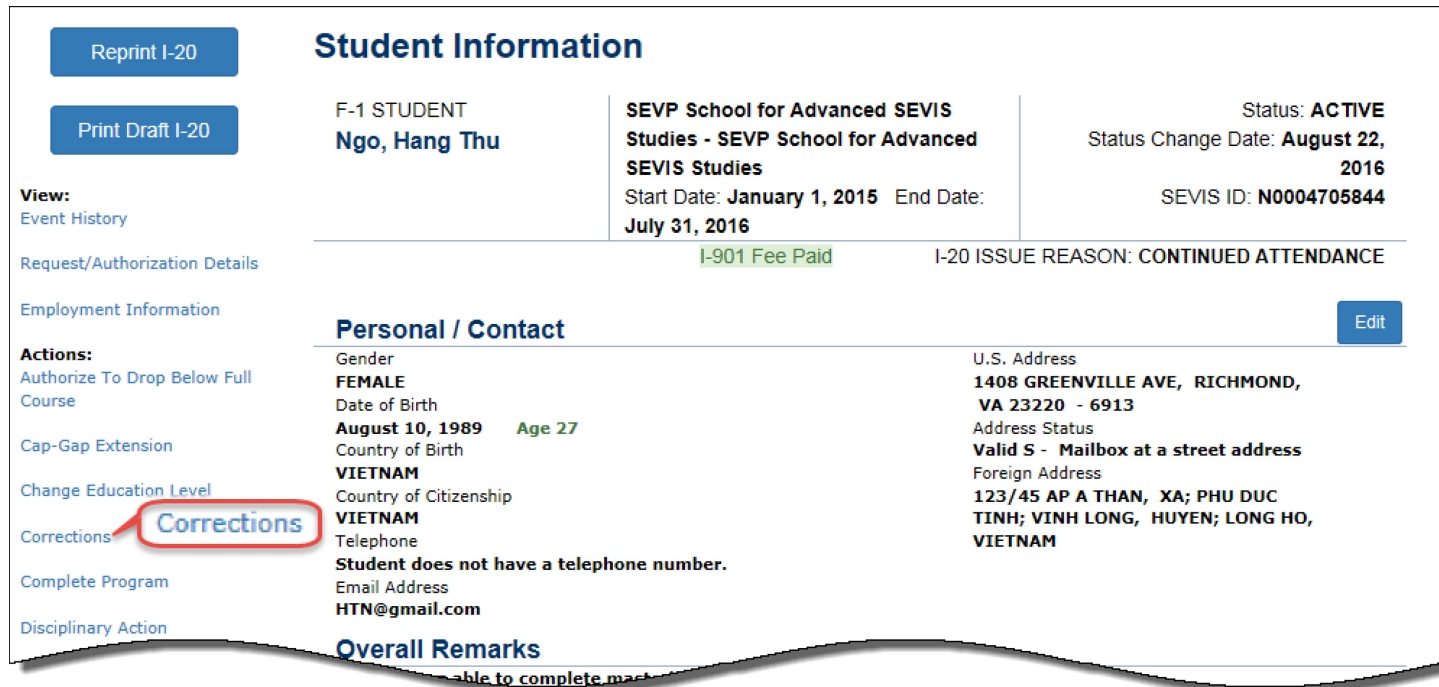
- **Date:** Friday, September 30, 2016
- **Time:** 8 PM (ET)
- **Duration:** Currently, SEVP expects the outage to last twenty-four hours (approximately).

Caution: Batch Users – Schools and sponsors that use third-party software to push data to SEVIS must plan their batch uploads carefully.



CORRECTIONS REQUEST NEW LOOK

Corrections Action Button



Reprint I-20

Print Draft I-20

Student Information

F-1 STUDENT Ngo, Hang Thu	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: January 1, 2015 End Date: July 31, 2016	Status: ACTIVE Status Change Date: August 22, 2016 SEVIS ID: N0004705844
--	---	---

View:
Event History

Request/Authorization Details: **I-901 Fee Paid** I-20 ISSUE REASON: CONTINUED ATTENDANCE

Employment Information

Personal / Contact

Gender FEMALE	U.S. Address 1408 GREENVILLE AVE, RICHMOND, VA 23220 - 6913
Date of Birth August 10, 1989 Age 27	Address Status Valid S - Mailbox at a street address
Country of Birth VIETNAM	Foreign Address 123/45 AP A THAN, XA; PHU DUC TINH; VINH LONG, HUYEN; LONG HO, VIETNAM
Country of Citizenship VIETNAM	
Telephone Student does not have a telephone number.	
Email Address HTN@gmail.com	

Actions:
Authorize To Drop Below Full Course
Cap-Gap Extension
Change Education Level
Corrections
Complete Program
Disciplinary Action

Overall Remarks

able to complete ma

- Corrections Request option changed to **Corrections**
- **Corrections** button located on the *Student Information* page under **Actions** menu

New Correction Request Look

- Basic processes to request corrections have not changed
- Individual correction request pages have been updated
 - Includes more on-screen and modular help
 - Clearer and easier to read

New Correction Request Look

Correction Request: Student Status

Required fields are marked with an asterisk (*)
 "i" information icon denotes help about the page (i)
 Question Mark denotes information about the field (?)
 Plus icon indicates that the field can be expanded to display additional data (+)
 Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student Griffin, Melody	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/08/2011 End Date: 06/30/2015	Status: COMPLETED SEVIS ID: N0004708499
---------------------------------------	---	---

Change Status To: * What are the SEVIS Statuses? (i)

ACTIVE v

Program Dates (Update if changing to Initial or Active status only.)

Program Start Date: * What is the Program Start Date? (i)

08 / 08 / 2011

Program End Date: * What is the Program End Date? (i)

06 / 30 / 2015

The length of this program is 46 months.

Session Dates (Required if changing to Active status.)

Current Session Start Date: * What is the Current Session Start Date? (i)

MM / DD / YYYY

Current Session End Date: * What is the Current Session End Date? (i)

06 / 24 / 2015

Next Session Start Date: * What is the Next Session Start Date? (i)

07 / 25 / 2015

The student is in the last session of his/her program. If checked, do not enter Next Session Start Date. What does this box mean? (i)

Correction Remarks: * What are Correction Remarks? (i)

Characters Remaining: 1000



CORRECTIONS MANAGEMENT PAGE

Corrections Management Page

Corrections Management

"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (?)
Plus icon indicates that the field can be expanded to display additional data (+)
Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

F-1 Student Ngo, Hang Thu	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 01/01/2015 End Date: 07/31/2016	Status: ACTIVE SEVIS ID: N0004705844
-------------------------------------	--	---

+

Correction Options Available for This Student

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (i)
Correct Student Requests to USCIS	Use this option to correct the reflected status of a student's USCIS application in SEVIS. (?)
Student Status	Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. (?)

Existing Correction Requests

Below is a list of this student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. (i)

Search:

CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
+	177695 Student Request Change - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	08/22/2016	REQUESTED	<div style="display: flex; justify-content: space-between; padding: 2px;"> Upload Evidence Request Expedite </div> <div style="display: flex; justify-content: space-between; padding: 2px;"> Change Responsible DSO Cancel </div>

- Each student record will have a *Corrections Management* page.

Corrections Management Page

Page has two parts:

- Correction Options Available for This Student
- Existing Correction Requests

Corrections Management

"i" information icon denotes help about the page ⓘ
 Question Mark denotes information about the field ⓘ
 Plus icon indicates that the field can be expanded to display additional data (+)
 Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

F-1 Student Ngo, Hang Thu	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 01/01/2015 End Date: 07/31/2016	Status: ACTIVE SEVIS ID: N0004705844
-------------------------------------	---	---

Correction Options Available for This Student

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. ⓘ
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Student Status	Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. ⓘ

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Search:

CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
+ 177695	Student Request Change - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	08/22/2016	REQUESTED	<div style="display: flex; justify-content: space-between; padding: 2px;"> Upload Evidence Request Expedite </div> <div style="display: flex; justify-content: space-between; padding: 2px;"> Change Responsible DSO Cancel </div>

Correction Options Available for This Student

- PDSO and DSO options:
 - Request Change to Program Dates
 - Correct Student Requests to USCIS
 - Request Change to Student Status
 - Request Change to Termination Reason
 - Terminate Student
- PDSO only options:
 - Reset to Initial Status
 - Extension


Correction Options Available for This Student

Corrections Management

"i" information icon denotes help about the page (i)
 Question Mark denotes information about the field (?)
 Plus icon indicates that the field can be expanded to display additional data (+)
 Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

F-1 Student Ngo, Hang Thu	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 01/01/2015 End Date: 07/31/2016	Status: ACTIVE SEVIS ID: N0004705844
-------------------------------------	--	---



Correction Options Available for This Student	
Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (?)
Correct Student Requests to USCIS	Use this option to correct the reflected status of a student's USCIS application in SEVIS. (?)
Student Status	Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. (?)

Webinar Note: See graphic's full-sized view on page 3 of Screenshots Handout.

Existing Correction Requests


- Event history list of existing correction requests for student (either Pending or Canceled) that includes:
 - Correction request ID number
 - Correction request type
 - Correction request submitted [by]
 - Correction request date submitted
 - Correction request status
 - Available actions
- Search option by correction request ID number

Existing Correction Requests

Existing Correction Requests

Below is a list of this student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. ⓘ

Search:

CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
	177695 Student Request Change - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	08/22/2016	REQUESTED	<div style="display: flex; justify-content: space-between; gap: 5px;"> Upload Evidence Request Expedite </div> <div style="display: flex; justify-content: space-between; gap: 5px;"> Change Responsible DSO Cancel </div>

Type	Field Changed	Date Updated	Old Value	New Value
Correction History	Status	08/22/2016 13:02:50		REQUESTED
Correction History	Responsible User	08/22/2016 13:02:50		Ingrid Mercer
Correction History	Comments	08/22/2016 13:02:50		Student received her OPT card in the mail, receipt number PSC85999755551.
Correction Request	Actual Employment Start Date			09/01/2016
Correction Request	Actual Employment End Date			08/31/2017
Correction Request	USCIS Approved Employment Start Date			09/01/2016
Correction Request	USCIS Approved Employment End Date			08/31/2017
Correction Request	Student Request Status		REQUESTED	APPROVED



CORRECTION REQUEST MANAGEMENT

Correction Request Management

DSOs have two ways to track and manage correction requests:

- **View and Manage Correction Requests** student list by campus
- **Available Actions** buttons on the student Corrections Management page

View and Manage Correction Requests

View and Manage Correction Requests

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

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Show entries

SEVIS ID	Surname/Primary Name	Given Name	Status	CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status
N0004703369	Kipling	Rudyard	ACTIVE	194694	Program Date Change	Feet,Rita DSO	08/31/2016	08/31/2016	EVIDENCE RECEIVED
N0004704562	Vargicova	Ana	TERMINATED	202696	Student Status Change	Mercer,Ingrid DSO	09/13/2016	09/13/2016	EVIDENCE RECEIVED
N0004705534	Shah	Karin	ACTIVE	103692	Student Request Change - Optional Practical Training	Mercer,Ingrid DSO	10/18/2015	10/18/2015	PENDING
N0004705552	MengOne	Jay	CANCELED	158694	Program Date Change	Robertson,Helene PDSO	07/29/2016	07/29/2016	REQUESTED
N0004705552	MengOne	Jay	CANCELED	158695	Student Status Change	Robertson,Helene PDSO	07/29/2016	07/29/2016	REQUESTED
N0004705555	Meng	Kate	TERMINATED	158696	Termination Reason Change	Robertson,Helene PDSO	07/29/2016	07/29/2016	REQUESTED
N0004705574	Dolmani	John	TERMINATED	116693	Student Request Change - Optional Practical Training	Feet,Rita DSO	12/30/2015	12/30/2015	PENDING
N0004705832	Eriksson	Anna Maria	TERMINATED	177696	Termination Reason Change	Maloney,Richard DSO	08/22/2016	08/22/2016	REQUESTED
N0004705844	Ngo	Hang Thu	ACTIVE	177695	Student Request Change - Optional Practical Training	Mercer,Ingrid DSO	08/22/2016	08/22/2016	REQUESTED
N0004705857	Doe	Joe	TERMINATED	194696	Termination Reason Change	Feet,Rita DSO	08/31/2016	09/01/2016	PENDING
N0004706988	McCoy	Leonard	TERMINATED	203694	Program Date Change	Mercer,Ingrid DSO	09/13/2016	09/13/2016	PENDING
N0004707012	Tyler OMalley	Sara	CANCELED	169697	Student Status Change	Feet,Rita DSO	08/16/2016	08/16/2016	PENDING
N0004708499	Griffin	Melody	COMPLETED	121695	Program Date Change	Feet,Rita DSO	05/09/2016	05/09/2016	PENDING
N0004733354	Kato	Kohaku Sho	ACTIVE	180702	Student Status Change	Mercer,Ingrid DSO	08/23/2016	08/23/2016	PENDING

Excel CSV PDF Print Copy

Showing 1 to 14 of 14 entries

First Previous **1** Next Last

- Displays all current correction requests for a campus

View and Manage Correction Requests

Sortable columns include:

- **SEVIS ID**
- **Surname/Primary Name**
- **Given Name**
- **Status** – SEVIS record
- **CR ID** – Correction request ID
- **CR Type** – Correction request Type
- **Submitted by** – Which DSO submitted the correction request
- **CR Date Submitted** – Date the correction request was submitted
- **CR Status Date** – Last date the correction request status changed
- **Request Status** – Current correction request status

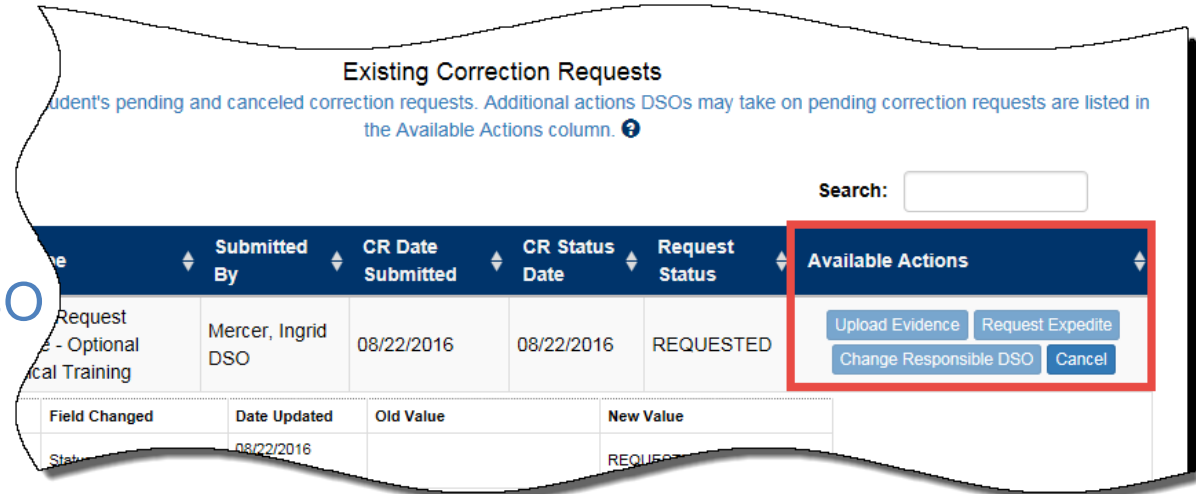
View and Manage Correction Requests

- DSO can open the student's *Corrections Management* page from the **Surname/Primary Name** column
- List is exportable in the following formats:
 - Excel
 - CSV
 - PDF
 - Print
 - Copy

Available Actions Options

Actions include:

- Upload Evidence
- Request Expedite
- Change Responsible DSO
- Cancel



Existing Correction Requests

student's pending and canceled correction requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. ⓘ

Search:

Request Name	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
Request - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	08/22/2016	REQUESTED	<input type="button" value="Upload Evidence"/> <input type="button" value="Request Expedite"/> <input type="button" value="Change Responsible DSO"/> <input type="button" value="Cancel"/>

Field Changed	Date Updated	Old Value	New Value
Status	08/22/2016		REQUESTED

- Located on the student's *Corrections Management* page under the Existing Correction Requests section
- DSOs use Available Action on existing correction requests
- Each Available Action opens in a modal with modular help text

Upload Evidence Action

DSO can:

- Attach relevant files (up to 10MB per document) to the correction request in the following formats: .doc, EXCEL, .pdf, .jpg, .gif, .png
- Label files with a drop-down menu, including an option for “other” with fillable field
- Add short description/title (up to 120 characters)
- Add additional comments regarding the evidence (up to 1200 characters)
- View all evidence that has been uploaded

Upload Evidence Action

Managing Correction Requests

on requests. Additional actions DSOs may take on pending correction requests are listed in the Available Actions column. ?

Search:

Request ID	CR Status Date	Request Status	Available Actions
	08/19/2016	APPROVED	
016	09/14/2016	EVIDENCE SUBMITTED	Upload Evidence Request Expedite Change Responsible DSO Cancel

To Upload Evidence:

- Click **Upload Evidence** on *Corrections Management* page
- *Upload Correction Request Evidence* page opens

Upload Evidence Action

Upload Correction Request Evidence

Required fields are marked with an asterisk (*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student Alonzo, Alfredo	Crystal City Community College - Crystal City Community College Start Date: 09/01/2016 End Date: 08/31/2017	Status: ACTIVE SEVIS ID: N0004713616
---------------------------------------	---	---

1

Correction Request Information	
ID	175695
Type	
Comments	

2

3

File Name	Evidence Type	File Size (bytes)
Alonzo financials.pdf	Evidence regarding finances	2766

Return to Corrections Management Page Return to the Student Information Page

Upload Correction Request Evidence page has three parts:

- 1. Correction Request Information** with ID number, Type, and Comments

Upload Evidence Action

Upload Correction Request Evidence

Required fields are marked with an asterisk (*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student Alonzo, Alfredo	Crystal City Community College - Crystal City Community College Start Date: 09/01/2016 End Date: 08/31/2017	Status: ACTIVE SEVIS ID: N0004713616
---------------------------------------	--	---

+

Correction Request Information 1	
ID	175695
Type	
Comments	

2
[Upload Evidence](#)

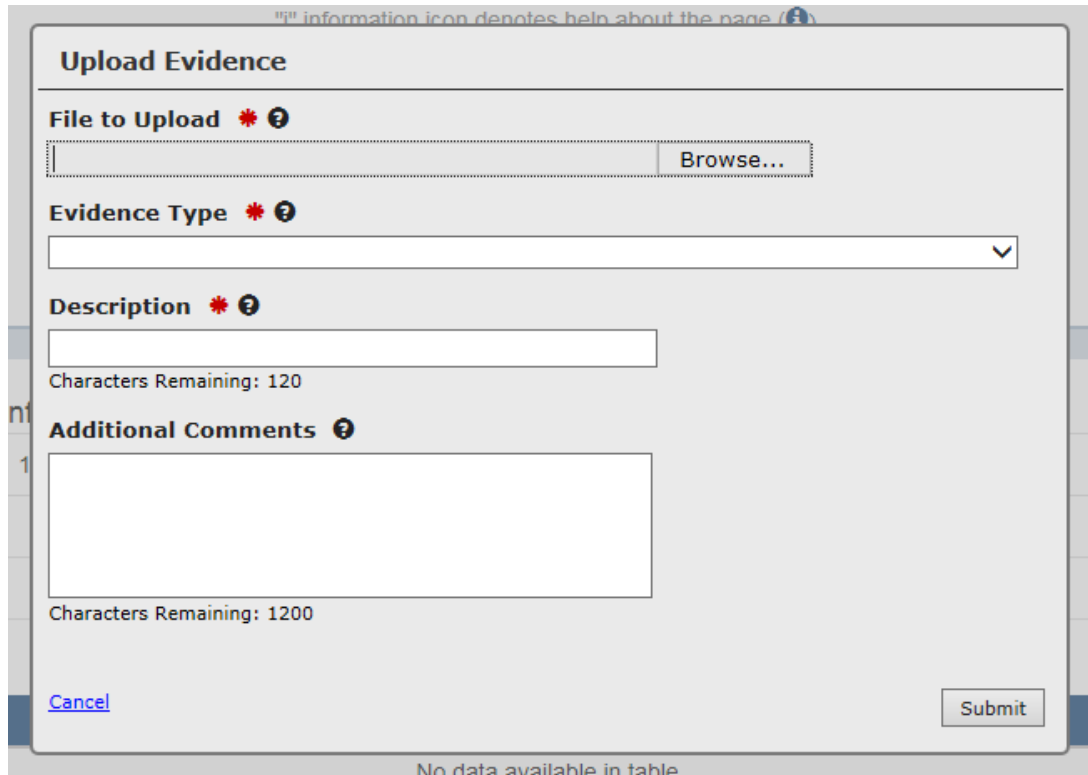
3
[Uploaded Evidence](#)

File Name	Evidence Type	File Size (bytes)
Alonzo financials.pdf	Evidence regarding finances	2766

Return to Corrections Management Page Return to the Student Information Page

- Click **Upload Evidence** on *Upload Correction Request Evidence* page
- *Upload Evidence* modal opens

Upload Evidence Action



"i" information icon denotes help about the page (i)

Upload Evidence

File to Upload * ?

Browse...

Evidence Type * ?

Description * ?

Characters Remaining: 120

Additional Comments ?

Characters Remaining: 1200

[Cancel](#)

No data available in table

- Enter new information in *Upload Evidence* modal
- Click **Submit**

Upload Evidence Action

Upload Correction Request Evidence

Required fields are marked with an asterisk (*)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Plus icon indicates that the field can be expanded to display additional data (+)

Minus icon indicates that the field can be collapsed to display condensed data (-)

F-1 Student Shah, Karin	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/15/2015 End Date: 05/31/2020	Status: ACTIVE SEVIS ID: N0004705534
-----------------------------------	---	---

+

Correction Request Information

ID	103692
Type	Student Request Change - Optional Practical Training
Comments	This student's OPT has been approved for the above dates.

Upload Evidence

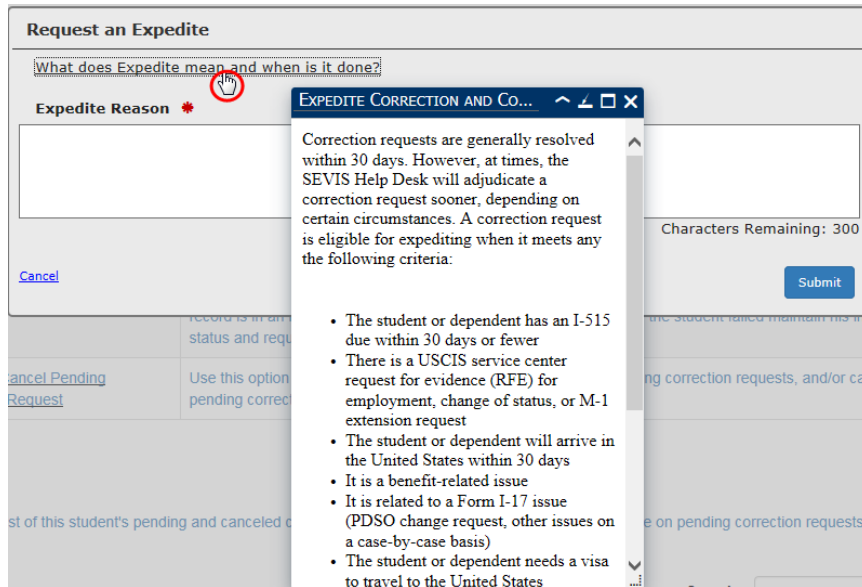
Uploaded Evidence		
File Name	Evidence Type	File Size (bytes)
Shah, Karin OPT I-797 USICS Approval Notice.pdf	Other Evidence	28033

Return to Corrections Management Page
Return to the Student Information Page

- Successful submission is confirmed by its appearance on the *Upload Correction Request Evidence* page

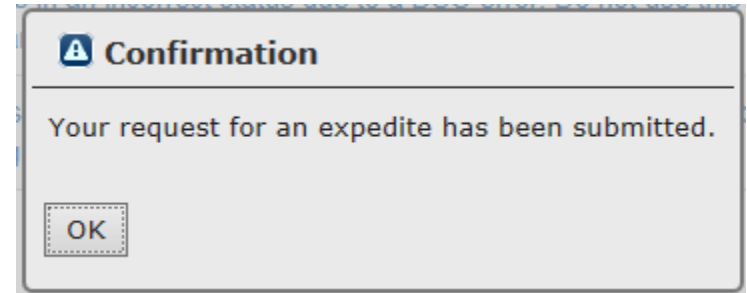
Request Expedite Action

- Allows DSOs to request faster than normal correction request processing
- Certain conditions must be met for SEVIS Help Desk to allow escalated processing



The screenshot shows the 'Request an Expedite' form. A tooltip window titled 'EXPEDITE CORRECTION AND Co...' is open over the 'Expedite Reason' field. The tooltip text reads: 'Correction requests are generally resolved within 30 days. However, at times, the SEVIS Help Desk will adjudicate a correction request sooner, depending on certain circumstances. A correction request is eligible for expediting when it meets any the following criteria:'. Below this text is a bulleted list of criteria:

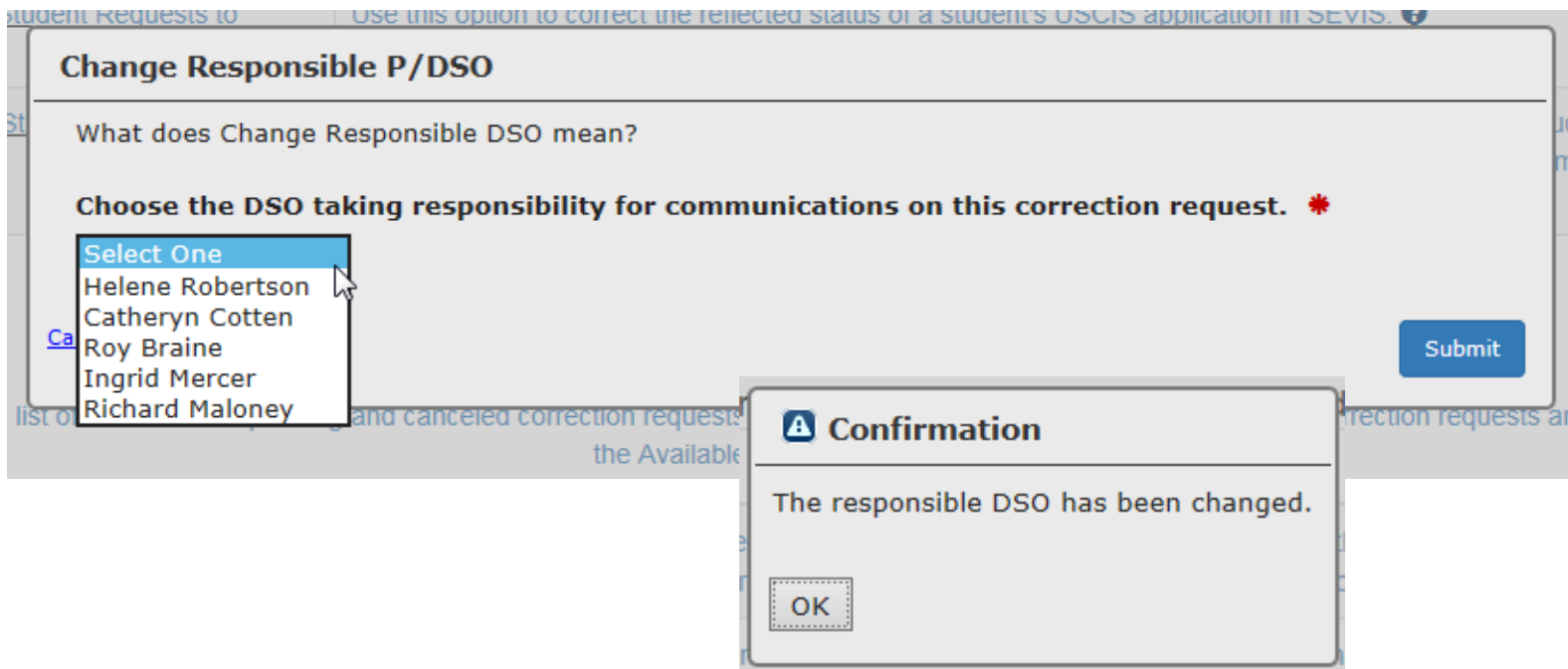
- The student or dependent has an I-515 due within 30 days or fewer
- There is a USCIS service center request for evidence (RFE) for employment, change of status, or M-1 extension request
- The student or dependent will arrive in the United States within 30 days
- It is a benefit-related issue
- It is related to a Form I-17 issue (PDSO change request, other issues on a case-by-case basis)
- The student or dependent needs a visa to travel to the United States



A confirmation dialog box with a title bar containing a warning icon and the text 'Confirmation'. The main text reads: 'Your request for an expedite has been submitted.' Below the text is an 'OK' button.

Change Responsible P/DSO Action

- Allows DSO that submitted the correction request to transfer all future SEVP email notifications to a different DSO at the same campus.



The screenshot displays a web form titled "Change Responsible P/DSO". The form includes a question: "What does Change Responsible DSO mean?" and a required field: "Choose the DSO taking responsibility for communications on this correction request. *". A dropdown menu is open, showing a list of names: "Select One", "Helene Robertson", "Catheryn Cotten", "Roy Braine", "Ingrid Mercer", and "Richard Maloney". A "Submit" button is visible to the right of the dropdown. Below the form, a "Confirmation" dialog box is shown with the message: "The responsible DSO has been changed." and an "OK" button.

Cancel Action

- Allows DSO to cancel and stop processing on the existing correction request

? Confirm

Clicking Cancel will cancel the Correction Request 180701 . Are you sure you want to do this?

Existing Correction Requests
[Available Actions help](#)

Search:

CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available Actions
180701	Student Status Change	Mercer, Ingrid DSO	08/23/2016	09/12/2016	CANCELED	



WARNING FLAGS TO REQUESTING CORRECTIONS

Reinstatement Flag

Corrections Management

"i" information icon denotes help about the page (i)

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Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

Reinstatement Pending

F-1 Student McCoy, Leonard	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 05/15/2015 End Date: 12/31/2019	Status: TERMINATED SEVIS ID: N0004706988
--------------------------------------	---	---

+ Correction Options Available for This Student

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (i)
Status	Use this to change the student's current SEVIS status. Only use this if the student's current status is in an incorrect state. Only use this if the student's current status is not "TERMINATED" to maintain his immigration status.

- If the student has a Reinstatement Pending, a reinstatement flag appears in *Corrections Management* page

I-901 Fee Bar to Requesting Corrections


Corrections Management

"i" information icon denotes help about the page (i)
 Question Mark denotes information about the field (?)
 Plus icon indicates that the field can be expanded to display additional data (+)
 Minus icon indicates that the field can be collapsed to display condensed data (-)

[Return to Student Information](#)

This record shows the student has not paid the SEVIS I-901 Fee. A correction request cannot be submitted until the fee is paid.

F-1 Student Ono, Risa	Crystal City Community College - Crystal City Community College Start Date: 10/01/2016 End Date: 05/31/2018	Status: INITIAL SEVIS ID: N0004753454
---------------------------------	--	--



Correction Options Available for This Student

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. (i)
Student Status	Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. (i)

Corrections options not linked

- If the student has not paid the I-901 SEVIS Fee, the DSO will not have the option to request a correction



CORRECTION REQUEST HISTORY

Correction Request History

All actions taken by school officials and government users for each correction request are logged in the student's:

- Event History
- *Corrections Management* page in Existing Correction Requests section


Correction Request – Event History

Event History

F-1 Student
Carme, Iria

Crystal City Community College - Crystal City Community College
Start Date: 08/15/2015 End Date: 08/20/2016

Status: **ACTIVE**
SEVIS ID: **N0004715419**



Enter the date range and click the button to filter by event date

Expand All
Search:
From: To:
Filter

Event Name	Event Date	Resulting Status	Performed By									
Correction Request 109695 - Request for Information	09/15/2016 08:43:50	ACTIVE	DHS Official									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 30%;">Old Value</th> <th style="width: 40%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Date of RFI</td> <td></td> <td>15-SEP-16</td> </tr> <tr> <td>Explanation for RFI</td> <td></td> <td>Please send detailed letter from DSO explaining the USCIS receipt notice.</td> </tr> </tbody> </table>				Field Changed	Old Value	New Value	Date of RFI		15-SEP-16	Explanation for RFI		Please send detailed letter from DSO explaining the USCIS receipt notice.
Field Changed	Old Value	New Value										
Date of RFI		15-SEP-16										
Explanation for RFI		Please send detailed letter from DSO explaining the USCIS receipt notice.										
Correction Request 109695 Change Responsible P/DSO	09/15/2016 05:36:33	ACTIVE	Ingrid Mercer									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 30%;">Old Value</th> <th style="width: 40%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Responsible P/DSO</td> <td></td> <td>Roy Braine</td> </tr> </tbody> </table>				Field Changed	Old Value	New Value	Responsible P/DSO		Roy Braine			
Field Changed	Old Value	New Value										
Responsible P/DSO		Roy Braine										
Correction Request 109695 Evidence Submitted	09/13/2016 15:59:01	ACTIVE	Ingrid Mercer									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 30%;">Old Value</th> <th style="width: 40%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Request Status</td> <td>PENDING</td> <td>EVIDENCE SUBMITTED</td> </tr> <tr> <td>STATUS CHANGE DATE</td> <td></td> <td>13-SEP-16</td> </tr> </tbody> </table>				Field Changed	Old Value	New Value	Request Status	PENDING	EVIDENCE SUBMITTED	STATUS CHANGE DATE		13-SEP-16
Field Changed	Old Value	New Value										
Request Status	PENDING	EVIDENCE SUBMITTED										
STATUS CHANGE DATE		13-SEP-16										
Address Add - Physical	08/26/2016 12:27:46	ACTIVE	Ingrid Mercer									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Field Changed</th> <th style="width: 30%;">Old Value</th> <th style="width: 40%;">New Value</th> </tr> </thead> <tbody> <tr> <td>Personal Information Updated</td> <td></td> <td>08/26/2016 12:27:45</td> </tr> </tbody> </table>				Field Changed	Old Value	New Value	Personal Information Updated		08/26/2016 12:27:45			
Field Changed	Old Value	New Value										
Personal Information Updated		08/26/2016 12:27:45										

Webinar Note:
See graphic's full-sized view on page 31 of Screenshots Handout.

Corrections Management – Correction History

Existing Correction Requests

Below is a list of this student's pending and canceled correction requests. Additional actions DSOs may take on pending requests are listed in the Available Actions column. [?](#)

Search




CR ID	CR Type	Submitted By	CR Date Submitted	CR Status	Request Status	Available Actions
109695	Student Request Change - Change of Status	Mercer, Ingrid PDSO	11/13/2015	09/13/2016	EVIDENCE SUBMITTED	
	Type	Field Changed	Date Updated	Old Value	New Value	
	Correction History	Status	09/13/2016 15:59:01	PENDING	EVIDENCE SUBMITTED	
	Correction History	Responsible User	09/15/2016 05:36:33		Roy Braine	
	Correction History	Status	11/13/2015 16:30:15		PENDING	
	Correction History	Comments	11/13/2015 16:30:15		COS was approved by USCIS but never updated in SEVIS by CLAIMS.	
	Correction Request	Benefit Date			08/09/2015	
	Correction Request	Student Request Status			APPROVED	

- Correction History displays under Existing Correction Requests section on *Corrections Management* page



CORRECTIONS MANAGEMENT HELP TEXT

Corrections Management Help Text

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available. 
Correct Student Requests to USCIS	Use this option to correct the reflected status of a student's USCIS application in SEVIS. 
Student Status	Use this to change the student's current SEVIS record status to the correct one. Only use this if the student's record is in an incorrect status due to a DSO error. Do not use this if the student failed maintain his immigration status and requires reinstatement. 

- **Type of Correction** now has on-screen help text to explain when to use a particular correction request

Corrections Management Help Text

F-1 Student
Ngo, Hang Thu

SEVP School for Advanced SEVIS Stu
School for Advanced SEVIS Studies
Start Date: 01/01/2015 End Date: 07/31/2015

Correction Options Available for This Student

Type of Correction	Description and Help
Request Change to Program Dates	Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available.
Correct Student Requests to	Use this option to correct the reflected status of a student.

REQUEST CHANGE TO PROGRAM DATES

Use this option to change the student's Program Start and End Dates and/or the Initial Session Start Date, if any or all those dates have passed. Only use this option if the Manage Initial Program and Session Dates, Shorten Program and/or Extend Program functions are no longer available.

See the SEVIS Help Hub on Study in the States for more information on [Change to Program Dates](#).

- Click the on-screen help text to display modular help text and links to more information on SEVP and ICE.Gov websites



FUTURE WEBINARS

Future SEVIS Webinars

Date	Topic
September 16, 2016 (Today at 2:30 PM)	SEVIS 6.29 Pre-Release
October 14, 2016	SEVIS 6.29 Post-Release
December 2, 2016	SEVIS 6.30 Pre-Release



RESOURCES

Correction Request Resources

User Guides:

- Correction Requests Overview
- PDSO Record Corrections
- Change to program dates
- Change to student status
- Change to student USCIS request
- Change to termination reason
- Alerts and Lists

Note: Items in **bold** are currently available on the SEVIS Help Hub. Non-bolded items are still in development.

Study in the States Website URLs

- SEVIS Help Hub
 - <http://studyinthestates.dhs.gov/sevis-help-hub>
- SEVIS Enhancements page
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/sevis-enhancements>
- SEVIS Webinars page
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/webinars>
- SEVP Stakeholder Webinars page
 - <http://studyinthestates.dhs.gov/webinars>

Other Resources

- SEVIS Email
 - SEVISTechnicalFeedback@ice.dhs.gov
- SEVP Response Center
 - SEVP@ice.dhs.gov
- SEVIS Batch Email
 - SEVIS.Batch@ice.dhs.gov
- Department of State Email
 - jsevis@state.gov
- SEVIS Help Desk
 - 800-892-4829
 - SEVISHelpdesk@ice.dhs.gov



QUESTIONS AND ANSWERS